

## **SWC #222 Vehicle Leasing** **Contract Information and Usage Instructions**

**Contract Period:**

Start Date – March 27, 2019

End Date – March 26, 2020, with 8 one-year renewal options

\*\*\*New leases are not allowed under this contract after March 20, 2024. The March 19, 2028 extension is only for Authorized Users to make payments and complete existing lease agreements.\*\*\*

**Summary/Background Information:**

The purpose of this contract is for the State of Tennessee to secure a statewide contract (SWC) for leased vehicles across the State. This contract is available for use for all state agencies, departments, institutions, authorized local users, and higher education institutions.

**State Contact Information****Contract Administrator:**

Kayla Logan  
Category Specialist  
Central Procurement Office  
(615) 741-9496  
Kayla.Logan@tn.gov

**Supplier Contact Information:**

Acme Auto Leasing LLC  
Edison Contract: #61893  
Supplier: #149385  
Erin Maturo  
(203) 234-7173, ext. 118  
ematur@acmeautoleasing.com

\*\*\*All policies and procedures and guides set forth by the Department of General Services (DGS) and Vehicle and Asset Management (VAM) must be reviewed and

followed before operating a vehicle leased through SWC 222 – Vehicle Leasing. Any questions may be directed to VAM.\*\*\*

### **Steps to Lease a Vehicle from the Supplier:**

1. State Agencies: All State agency vehicle leasing requests go through VAM. Please call Aaron Simmons at (615) 532-8973. Agencies will work with VAM to get the vehicle they wish to lease. Vehicles will be delivered to 6500 Centennial Boulevard Nashville, TN 37243 for inspection and registration before being picked up by the agency. Further instructions will be given by VAM during the leasing process.
2. Local Government, Higher Education, and Non-Profit Entities: Please contact Erin Maturo at the contact information listed on page one of this document. Acme Auto Leasing LLC will work directly with authorized users outside of State agencies.

### **Billing and Payment Instructions:**

VAM is in charge of billing for leased vehicles and will work with agencies with their invoices.

### **Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>